Policy Title
Clinical Skills Examination Policy

Identifier
USCSOMG – ACAF – 7.06

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LCME Standards
No standard

Scope
University of South Carolina (USC) School of Medicine Greenville students and all USC School of Medicine Greenville individuals who proctor clinical skills examinations. This policy applies to the following exams: Objective Structured Clinical Examinations (OSCEs), Objective Structured Assessment of Technical Skills (OSATs), and Clinical Practice Examinations (CPX). This policy does not apply to early-skills check-off procedural skills but does apply to the end of the year procedural skills OSCE during the M1 and M2 years.

Policy Statement
The Office of Academic Affairs is the responsible party for ensuring appropriate administration of clinical skills exams. In order to provide a testing environment that is non-disruptive, encourages academic integrity, and is consistent with the United States Medical Licensing Examination (USMLE) Step 2 Clinical Skills (CS) expectations, the Office of Academic Affairs will follow, within reason, the USMLE Step 2 CS testing day policies and procedures.

Reason for Policy
The USCSOMG Clinical Skills Examination Policy provides non-disruptive, and secure testing environment that encourages academic integrity and prepares students for the policies and procedures they must follow during the USMLE Step 2 CS exam.

Procedures
To best prepare students for success on the USMLE Step 2 CS exam, USCSOMG closely follows the USMLE Step 2 CS test day examination standards for all clinical skills exams.
1. All M1 and M2 students will report to a designated orientation room location 30 minutes prior to scheduled exam start time (7:30 am for morning cases for an 8 am start time and 12:30 pm for afternoon cases a 1pm start time regardless of the assigned encounter time for that case).
2. All M3 students will report to a designated orientation room location 15 minutes prior to the scheduled exam start time.
3. To complete a clinical skills exam students must have their white coat, stethoscope (the simulation testing area has a limited number available should a student forget theirs), and their school identification badge.
4. An accommodation differing slightly from the USMLE Step 2 CS procedures is to allow students paper notes/textbooks in the designated orientation room to help students prepare for the upcoming session. No electronic devices of any kind are allowed.
   • For M3 clinical skills exams electronic devices must be left in the orientation room.
5. Students will stay in the orientation room until called for their scheduled encounter time. At that time students will be escorted to drop off their paper resources to a designated area and then to the second floor prep room.
   • For M1 spring and M2 fall clinical skills exams, once in the clinical skills holding classroom (prep room) students can write on their proctor issued sheet of paper during this prep time without the use of any outside resources
   • For spring M2 clinical skills exams students will be given a sheet of paper by the proctor and will not be allowed to begin writing on it until the encounter time has begun.
6. Students will be asked to empty their pockets and turn them inside out by a proctor before entering the simulation area testing facility.
7. All students may be asked to remove eyeglasses for visual inspection by a proctor. These inspections will be brief and may be performed during the check-in process.
8. Jewelry, except for wedding and engagement rings, is prohibited.
9. Hair accessories are subject to inspection. Students should not wear ornate clips, combs, barrettes, headbands, and other hair accessories. Students wearing any of these items on test day may be asked to store such items with a proctor.
10. Students will be required to use proctor issued clipboard and paper.
11. In the prep room, students will read and sign the school Honor Pledge before each clinical skills exam event (one signature will cover multiple sequential daily events).
12. Students are not allowed to speak to one another from patient encounter line-up until they exit the secure testing environment.
   • Conversation among students regarding content of the cases is strictly prohibited at all times until after all students complete the case.
13. Once students complete their examination stations, students will turn in any paper and testing materials to the proctor. They will exit the testing area as directed by the proctor and leave the USCSOMG building for the remainder of the testing session. This pattern will be repeated for each clinical skills exam session.
14. If a student needs to use the restroom, they must sign in and out with the designated proctor. Only one student may use the restroom at a time.
15. If a student needs to access their car or locker for a required exam item, they must sign in and out with the designated proctor and be escorted to the location and back.
16. All other USCSOMG policies and general exam guidelines will be followed for any OSCE, OSAT, and CPX just like any other summative exam. For a list of the most up-to-date policies, please refer to the Student Handbook and course syllabus. Also see related polices below in the Related Information section.

Sanctions
Violations of this policy may result in referral to the Honor and Professionalism Council and disciplinary action up to and including dismissal.

Additional Contacts
Director of Assessment
IPM and Clerkship Coordinators
IPM and Clerkship Module Directors
Manager of Clinical Clerkship Education
Administrative Manager of Biomedical Sciences
Greenville HealthCare Simulation Center Operations Director
Related Information
USMLE Step 2 CS On The Test Day
USCSOMG Exam Tardiness and Unexcused Absence Policy
Honor Code & Professionalism Violation Report Form
Demeanor and Attire Policy
Expectation of Personal & Professional Conduct Policy

History
Date of change: 12/10/18
Change: Policy creation